



# Illinois Department of Transportation

Division of Highways / Bureau of Construction  
2300 South Dirksen Parkway, Springfield, Illinois 62764

**Subject:**  
**Independent Weight Checks  
and Scale Checks**

**CONSTRUCTION MEMORANDUM 00-08**

**Effective:** **October 1, 2000**

**Expires:** **Indefinite**

This Construction Memorandum supercedes Construction Memorandum No. 00-08 effective April 1, 2000. This outlines the Department's Policy for the performance of independent weight checks for pay items where the method of measurement for payment is based on weight.

## WEIGHT CHECKS

The Documentation Section of the Construction Manual outlines three types of weight checks which must be performed by state (or Local Agency) representatives. They include one for weekly Independent Weight Checks, and two types (which should be alternated) for ticket weights determined from batch weights.

The weekly Independent Weight Check will be documented on form [BC 2367](#). A copy of the form [BC 2367](#) (performed by Department personnel) will be forwarded to the Central Bureau of Construction and the Office of Quality Compliance and Review.

The two weight checks for batch plants may be reported on 1) the Bituminous Daily Plant Output Report form [MI-305](#) or 2) the Independent Weight Check form [BC 2367](#) or 3) other methods using the format described in the [Documentation Section](#) of the Construction Manual. Results shall be placed in the job file. Do not forward copies to the Central Bureau of Construction nor the Office of Quality Compliance and Review.

## QC CHECKS BY CONTRACTOR

The [Documentation Section](#) of the Construction Manual outlines the Scale checks which must be performed by Contractors as part of the QC process on QC/QA contracts. The Scale Checks will be documented on form [BC 2367](#) and/or the Bituminous Daily Plant Output Report. **Copies of QC Checks by the Contractor should not be forwarded to the Central Bureau of Construction nor the Office of Quality Compliance and Review.**

A handwritten signature in black ink that reads "Gary Gould".

Gary Gould  
Engineer of Construction

A handwritten signature in black ink that reads "Eric E. Harm".

Eric E. Harm  
Engineer of Materials & Physical Research